

1 March 1950

Leave - Policy

TO : EXECUTIVE OFFICER  
FROM : CHIEF, SPECIAL SUPPORT STAFF  
SUBJECT : Home Leave  
25X1A6c RE : [REDACTED]-460, dated 7 December 1949  
[REDACTED] , dated 4 January 1950 (not dispatched)

1. At my request a new study of the Home Leave problem and its corollary - Station Leave - has been made by the Finance and Employees Divisions of SSS. A summary of their analyses and recommendations follows:

2. Under the present Leave System an employee of this Agency earns 26 work-days of leave per annum, or a total of 52 for a 24-month tour of duty overseas. To be eligible for Home Leave an employee must have sufficient leave accumulated to carry him in a leave status for one calendar month. This is approximately equivalent to 22 work-days of leave. Allowing for 22 days leave to be used for Home Leave still makes available 30 work-days of leave which may be taken at the station during a two-year tour; and this, of course, is assuming that the employee had no leave accumulated upon arrival at his station. Thirty work-days of leave are equivalent to 6 calendar weeks of leave, or 3 weeks per year. From the discussion in RSDA-460 this is not a violent discrepancy from the leave pattern of State employees.

3. However, if conditions were such that our employees could take full advantage of a more liberal Leave System, it appears that there may be some discrepancy between CIA and Foreign Service personnel. Specifically, if we correctly interpret the Foreign Service Regulations, it appears that over a two-year period (during which Home Leave is granted) a Foreign Service employee would earn approximately 14 working days or nearly 3 calendar weeks more leave than would a CIA employee. However,

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an analysis of the leave accounts of approximately 100 employees assigned to 10 different foreign field stations in various geographical areas indicates that the majority of foreign field employees do not take full advantage of annual leave available to them under our present system. We have been advised that the principle reason for this is the necessity on the part of most of our employees to work relatively long hours (at least as compared with Foreign Service personnel), and the lack of sufficient relief personnel to warrant extended local leave by most of our employees.

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4. [REDACTED]-460 comments on the amount of overtime being performed at the station. If overtime is a regular thing and of any great amount, it is difficult to understand how any more leave could be taken even if authorized or provided by a different leave system. If, however, the overtime is only at periods of peak work loads and is, therefore, intermittent, compensatory time would be accumulated and could be used for leave purposes in the area.

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5. Assuming that the leave taken is all that our employees can afford to take in terms of the work at the station, it appears that the only solution to providing more leave would be a reduction in work load or an increase in personnel. At the present employee level an increase in approximately [REDACTED] employees at a cost of approximately [REDACTED] annually would be required to grant 14 additional days of leave to foreign field personnel. Regardless of the cost the possibility of obtaining appropriate cover for such additional personnel for leave purposes does not appear likely at this time. In specific locations where climatic conditions necessitate extra "leave" for health reasons as for instance in the case of [REDACTED], a solution may be that now practiced at that station - namely, sending personnel to more favorable locations for short periods of temporary duty.

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6. From the foregoing analysis it appears that no specific blanket recommendation can be made. The only solution must be that of "cutting the pattern to fit the cloth" at each station as local conditions require or make possible. If appropriate arrangements can be made [REDACTED], the most difficult stations perhaps should be authorized larger T/O's in order that work loads can be met while leave is being taken by one or more employees at the station.

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[REDACTED] Chief  
Special Support Staff

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